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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office

DATE: 30 July 1953

FROM : Acting Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

Proposed Regulations [] regarding the supply organization system and supply policies have been distributed for final concurrence throughout the Agency by the Regulations Control Staff. Comments, and/or concurrence with these regulations are to be furnished the Regulations Control Staff by 8 August 1953. Due to previous collaboration it is anticipated that the proposed regulations will be printed and distributed prior to 1 September 1953.

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b. Budget - Fiscal Year 1955 (continued item)

No change.

2. PROJECTS AND STUDIES IN PROCESSa. Logistics Support Course (continued item)

It is contemplated that instructors participating in this course will commence a "dry run" presentation approximately 15 August. Instructors will receive a short training session as soon as instruction training films are available for the purpose of providing them with information on the fundamentals and techniques of instruction.

b. Human Resources Training Program (continued item)

The second group to receive training in this program had the first meeting 26 July 1953. Two additional groups are scheduled.

3. OTHER ITEMS OF INTERESTa. Personnel Needs (continued item)

Vacancy and In-Process Totals for Logistics Office

Office of the Chief

GS-7 and above

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Total

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Coordination and Requirements Staff

In Process

Vacancies

GS-7 and above
GS-6 and below
Total

Procurement Division

GS-7 and above
GS-6 and below
Total

Real Estate and Construction Division

GS-7 and above
GS-6 and below
Total

Supply Division

GS-7 and above
GS-6 and below
Wage Board
Total

Transportation Division

GS-7 and above
GS-6 and below
Total

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25X9A2

b. Basic Intelligence Course (SUP) (continued item)

(1) [] persons from the Logistics Office entered the six weeks BIC (SUP) 27 July 1953. Only two persons entered this course in the previous class, from the Logistics Office.

(2) Division Training Coordinators were requested to forward training requests for the BIC (SUP) and the Administrative Support Course as soon as it is known that a person will attend these courses, in order that there may be some assurance that they will be registered by the Office of Training before the classes are filled.

c. Mail Distribution (continued item)

No change

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

No change.

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b. Logistics Office Training Program (continued item)

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(1) [] formerly with the Personnel Division, is being assigned as Logistics Office Training Officer, replacing [] reassigned to the Inspection and Review Staff.

(2) Arrangements have been made with the Office of Training for Logistics Office personnel to participate in Clandestine Training Courses to the extent determined desirable for the purpose of increasing Logistics Office understanding of clandestine operations. It is believed that this training will assist in increasing the effectiveness of logistics support to agency operations.

(3) The fourth Logistics Office Training Coordinators Meeting was held 29 July 1953.

c. Identification of Logistics Positions (continued item)

No change.

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